

Career Opportunity

Position: Project Coordinator III

Location: Dover, DE

Email lpriestley@chpk.com to apply

Responsible for exhibiting Chesapeake Utilities Corporation's Mission, Vision and Values, regarding external customers, agencies, vendors, internal departments and co-workers. This position will play a key role in multiple technical projects. Will organize the efforts of multiple technical teams and collect and organize information on project lifecycles, including project creation and contingency plans, cycle content, resources and mitigating roadblocks. Must be comfortable working in both ambiguous and structured environments while communicating with engineering and technical resources, as well as with internal and external stakeholders. Candidate is required to pursue a Project Management Institute certification that should include PMP, CAPM, or PMI-PBA within two years of initial employment.

Primary duties and responsibilities include:

- Daily Support of Project Managers and Directors in the tracking, collection, and organization of business requirements, project information, and other information on assigned projects.
- Management of portfolios and minor projects and major tasks.
- Assist Project Manager, Directors, and VP Level staff by assisting in the creation of project-related documentation including status, budget and other reports.
- Maintain all project documents and versions, including schedules, formal meeting minutes, and other project documents.
- Lead the coordination of major project events such as project planning, kickoff, gathering of requirements, status reports, quality assessment, deployment, etc.
- Facilitate communication and scheduling among Project Manager, Executive Staff, Project Team, Customers and other stakeholders.
- Responsible for soliciting, analyzing, and documenting business/customer requirements for projects
- Responsible for the creation and maintenance of models and project documents including: Project Charters, Project Plans and Schedules, Business Process models, use cases, use case models, functional and supplemental specifications, and other types of documentation.
- Responsible for mentoring and training Project Administrative Staff and Project Coordinators I and II.
- Facilitation of meetings, taking meeting notes, follow up to meeting questions, updating project plans and schedules, and producing status reports.
- Obtain, consolidate and report updates from project staff members. Coordinate as necessary with Project Manager, Director and Executive Level Staff.
- Coordinate and obtain approvals for all change requests.
- Coordinate project administrative tasks as needed by Project Management and Directors with Project Coordinator I and II and Administrative Staff.
- Keep Project Management informed of progress of assigned projects
- Provide additional administrative support as required.
- Monitor and report on System Implementation and User Acceptance Testing.
- Process daily, weekly and monthly reporting to ensure all schedules run smoothly, all jobs are completed as prescribed, and all invoicing is processed in a timely fashion.
- Review, follow-up and validate all milestone deliverables with project teams and contractors in a timely manner.

Requires.....a total commitment to Chesapeake Utilities Corporation's Mission, Vision and Values and:

- Five plus years' experience in coordinating project activities
- Expert in Project Administrative activities.
- Strong demonstration of the following skills and abilities: planning and organizing, group facilitation, resource coordination, strong team orientation, excellent communication skills, relationship building ability/strong partner focus, technology/computer proficiency.
- Expert in the use of Project Management tools such as MS Project, MS Visio, and all MS Office products
- Excellent verbal and written communication skills
- Ability to work independently and with a team
- Attention to detail and accuracy
- Ability to multi-task and prioritize workload
- Bachelor's degree in Business or Technical degree